

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **April 18, 2016**

**Wednesday
May 18, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training Institute event, you agree to all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Lexington Technical Assistance Seminar** sponsored by the **EEOC Indianapolis District Office**. The seminar will be held at the Keeneland Entertainment Center.



EEOC Lexington Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Keeneland
Entertainment Center**

4201 Versailles Road
Lexington, Kentucky
40588

Hotel Arrangements

Registrants are responsible for their own arrangements.

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

EVENT Code: 16T-IND-02

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Minnia Coates
Indianapolis District Office
(317) 226-7863
(317) 226-7953 FAX
(317) 226-5162 TTY
minnia.coates@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC Lexington Seminar

Wednesday
May 18, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-IND-02

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before May 17, 2016.

2) mailed registrations are postmarked on or before April 18, 2016. All mailed payments postmarked after April 18 are subject to the \$349 registration fee. Checks **received after** April 18 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information. TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

U.S. Equal Employment Opportunity Commission

EEOC Lexington Seminar

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Schedule

7:15 a.m.
Registration

8:00 a.m.
Start

Lunch Provided

4:30 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Phyllis Tucker-Wells,
Outreach & Education
Manager, (317) 226-7469

phyllis.tucker-wells@eoc.gov

7:00 - 8:00 am	Registration and Continental Breakfast
8:00 - 8:15 am	WELCOME Webster N. Smith , EEOC District Director, Indianapolis District Office, Phyllis Tucker-Wells , EEOC Program Manager, Indianapolis District Office
8:15 - 9:15 am	LEGAL UPDATES (Topic 1) Updates on recent EEO Laws and Regulations Ken Brown , EEOC Trial Attorney, Louisville Area Office
9:15 - 10:15 am	HARASSMENT & RETALIATION (Topic 2) Best Practices to Minimize Liability Jo Ann Farnsworth , EEOC Trial Attorney, Indianapolis District Office
10:15 - 10:30 am	Morning Break
10:30 - 11:30 am	PAY DISCRIMINATION, CLOSING THE WAGE GAP & RECENT GENDER IMPLEMENTATION REPORTING (Topic 3) Robin Lybolt , EEOC Trial Attorney, Indianapolis District Office
11:30 - 12:30 pm	FAITH @ WORKS (Topic 4) How to Educate the Workforce on Various Different Religious Groups and Their Cultures Aimee McFerran , EEOC Trial Attorney, Louisville Area Office William Snyder , Investigator, Louisville Area Office
12:30 - 1:45 pm	LUNCH
1:45 - 3:00 pm	EEOC's DIGITAL CHARGE SYSTEM & EFFECTIVE POSITION STATEMENT (Topic 5) Randy Poynter , Director, Louisville Area Office Brien Shoemaker , Enforcement Supervisor, Indianapolis District Office
3:00 - 3:15 pm	AFTERNOON Break
3:15 - 4:30 pm	Age Discrimination in Employment Act (ADEA) (Topic 6) Marian Ahl , Consultant, LLC Ray Sexton , Director, LFCHRC
4:30 pm	ADJOURN

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC LEXINGTON SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-IND-02

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* **Discount Price**

*Discount price of \$329 available for online registrations received before May 17, 2016. All payments received after April 18, will be subject to a \$349 registration fee. Checks received after April 18, containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101.

PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other _____

How did you learn about this seminar?

- ☐ Brochure in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other _____